

## **Who we are?**

Watford Borough Council (WBC), Community and Environmental Services, Real Nappies

WBC is the data processor under the Data Protection Legislation as we process personal information about you in order to provide you with a real nappy starter kit or real nappy reward.

This notice explains why we ask for your personal information, how that information will be used and how you can access your records.

Any questions regarding our privacy practices should be sent to:

Data Protection Officer (DPO)  
Legal Services, Resources  
Hertfordshire County Council  
County Hall, Pegs Lane, Hertford, SG13 8DE

Postal Point: CHO150

Email: [watfordDP@hertfordshire.gov.uk](mailto:watfordDP@hertfordshire.gov.uk)

Tel: 01992 588099

## **What do we use the information for?**

We will only collect personal data about you where it is required to supply a real nappy starter kit or real nappy reward . This will include your name, address, telephone number, email and MAT B1 form or relevant birth certificate.

This information will be recorded and stored for up to 18 months for financial audit.

## **Why we use the information?**

To provide a real nappy starter kit or real nappy reward.

## **How do we use this information?**

Your personal information will be treated as confidential but it may be shared with other council services in order to ensure our records are accurate and up-to-date, and to improve the standard of the services we deliver.

We will only use your information in ways which are permitted by the General Data Protection Regulation and the current UK Data Protection law.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this framework can be found on our website. This authority has a duty to protect the public funds it administers, and may use information held about you for all lawful purposes, including but not limited to the prevention and detection of crime including fraud and money laundering.

The Council may also use your information for the purpose of performing any of its statutory enforcement duties. It will make any disclosures required by law and may also share your information with other bodies responsible for detecting/preventing crime including fraud or auditing/administering public funds.

## **Who do we share your information with**

- Other Hertfordshire Councils where relevant
- Tots Bots

- Close Parent
- Herts County Council
- Herts Waste Partnership (WasteAware)

We will not disclose your personal information to third parties for marketing purposes.

### **How long do we store it and is it secure?**

We will only keep your information for the minimum period necessary, in the case of real nappy starter kit claims or real nappy reward; we will keep the claims for 18 months. The information outlined in this privacy notice will be kept by the council the necessary amount of time to be able to carry out the service. All information will be held securely and destroyed under confidential conditions.

### **Providing accurate information**

It is important that we hold accurate and up to date information about you in order to assess your needs and deliver the appropriate services. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

### **Your rights**

You have certain rights under UK Data Protection law including:

- The right to be informed
- The right of access to your personal data
- The right of rectification (to have any inaccuracies corrected)
- The right of erasure (to have your records deleted)
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

Further information about your rights is available on the website of the Information Commissioner's Office [www.ico.org.uk](http://www.ico.org.uk)

If you have a concern about the way that we are collecting or using your personal data, we ask that you contact us in the first instance. Alternatively, you can contact the Information Commissioner's Office.